



DEPARTMENT OF THE NAVY
COMMANDING OFFICER TRARON FOUR
250 SAN CARLOS ROAD SUITE I
PENSACOLA, FLORIDA 32508-5510

TRARONFOURINST 1050.1A
Code N1
21 May 2015

TRAINING SQUADRON FOUR INSTRUCTION 1050.1A

Subj: LEAVE, LIBERTY, AND SPECIAL REQUESTS

Ref: (a) MILPERSMAN 1050
(b) MCO P1050.3H
(c) COMTRAWING SIX INSTRUCTION 1050.2A

Encl: (1) Student Leave and Special Request Routing Matrix
(2) Instructor Leave and Special Request Routing Matrix
(3) Map of Pensacola and Common Driving Distances
(4) OCONUS Leave Procedures

1. Purpose. To define leave, liberty, and special request procedures within Training Squadron FOUR (VT-4). All policies will be per references (a), (b), and (c).

2. Cancellation. TRARONFOURINST 1050.1

3. General Policy

a. Each person on leave or liberty is required to have sufficient funds to cover return transportation to VT-4 by the time and date specified on their leave papers or special request chit. Further, in planning for return, the requestor should carefully consider factors such as mechanical condition of automobile, available travel time, or inclement weather which might hamper flight schedules of commercial airlines. Insufficient funds, mechanical failures of vehicles, or failure to get space available/military reserved fares do not excuse late returns. In the event of delay or cancellation of commercial transportation on which confirmed reservations are held, a statement of the circumstances is required.

b. In the event an individual cannot return to duty due to either an emergency or circumstances beyond his/her control, the Squadron Duty Officer (SDO)/Assistant Squadron Duty Officer (ASDO) shall be immediately notified. The SDO may approve leave and liberty extensions on a case-by-case basis. If liberty and

extension exceeds three days, that portion exceeding the regular liberty shall be charged to the member's leave account. In all cases, the SDO will notify the Chain-of-Command.

4. Leave Policy

a. Staff Officers

(1) All permanently assigned personnel shall be afforded the opportunity, and are encouraged, to take 30 days leave annually.

(2) Except for holiday leave periods, leave will not normally be granted to more than ten percent of the permanently assigned personnel, and in no case detract from the squadron's mission.

b. Students

(1) Students attached to VT-4 who have started training will not normally be granted regular leave. Exceptions include emergency leave status and authorized holiday periods (typically Thanksgiving and Christmas) for which special instructions will be issued. In the special cases where student leave is authorized, Class Advisors will ensure compliance with this instruction.

(2) Students waiting to class up in a pool status may take regular leave not to exceed 10 consecutive days. Leave shall not conflict with projected class start date.

5. Leave Procedures

a. When requesting leave, personnel shall submit leave requests via Navy Standard Integrated Personnel System (NSIPS) E-Leave at least one week prior to the requested departure date. Students driving outside the local area shall also submit a completed TRIPS assessment <https://trips.safety.army.mil/navy/login.aspx> to their Class Advisor. Leave should be requested to commence at 1600 on normal workdays or anytime on Saturday, Sunday, or holidays. Leave should be requested to terminate at 0730 on normal workdays or anytime on Saturday, Sunday, or holidays. OCONUS leave requests shall be submitted via NSIPS and a printed copy

routed 30 days prior to departure in accordance with enclosure (4).

b. Persons in the Chain-of-Command recommending disapproval of leave will notify the member of their recommendation. Leave requests that are disapproved will be returned to the member's email box (Instructors) or directly to the member via their Class Advisor (Students).

c. Navy Leave Procedures

(1) Approved Navy Leave Request/Authorization will be assigned a leave control number from NSIPS. Status can be verified in NSIPS E-Leave.

(2) Students shall check in/out on leave prior to departing the local area with the SDO/ASDO in person or by telephone from their local residence. When calling in to check out on leave, the SDO/ASDO will record date and time SDO's Official Log Book. **Permission to check-in/out by telephone is authorized as a personal convenience and shall not be used as a means of checking-in from leave when not actually in the local area.**

(3) Individuals who do not execute requested leave can check back in early via NSIPS. Failure to comply may result in the member being charged with the full requested leave period.

6. Emergency Leave

a. Emergency leave will only be granted whenever a death or a bona fide emergency occurs within a member's immediate family, or the immediate family of the member's spouse when the presence of the member is required. The "immediate family" includes father, mother, person standing in *loco parentis*, spouse, children, brother, sister, or the only living relative. An AMCROSS message is recommended to facilitate leave approval.

b. Emergency leave will be granted by the Commanding Officer or Executive Officer during normal working hours.

c. Emergency leave may be granted by the SDO during non-working hours per the Commanding Officer or the Executive Officer.

(1) The SDO shall notify the Executive Officer and the individual's Department Head/Class Advisor as soon as possible.

(2) The SDO shall collect member's name, leave dates, time of departure and place of leave for all students/staff departing on emergency leave during non-working hours. The SDO shall ensure this data is given to Admin on the first workday following the member's absence.

7. Separation and Terminal Leave. This leave is granted at the discretion of the Commanding Officer and shall not exceed 60 days. Contact the Admin Department for specific instruction.

8. Regular Liberty/Special Liberty

a. Definitions

(1) **Regular liberty** is a routinely authorized absence which lasts from the end of normal working hours on one day to the beginning of normal working hours the next workday. Weekend Liberty will be from the end of working hours Friday afternoon until the beginning of normal working hours on the following Monday. When 3-day liberty includes only regular liberty time with a Monday or Friday national holiday, the time off is treated as regular liberty

(2) **3-day Special Liberty** begins at the end of normal working hours on a given day and expires with the start of normal working hours on the 4th day (e.g., from Monday evening until Friday morning).

(3) **4-day Special Liberty** usually begins at the end of normal working hours on a given day and expires with the start of normal working hours on the 5th day, and including at least two consecutive non-work days (e.g., from Wednesday evening until Monday morning).

b. Special Liberty requests will be submitted using the Special Request/Authorization Form and routed via the Chain-of-Command as indicated in enclosures (1) and (2).

(1) The Executive Officer is the approving authority for all 3-day Special Liberty requests.

(2) The Commanding Officer is the approving authority for all 4-day Special Liberty requests.

9. Liberty Policy

a. Staff Officers. For destinations inside the local area, no formal request is required.

b. Student Officers. Students shall not travel farther than 150 driving miles from VT-4 Duty Office during regular liberty. Students may travel greater than 150 miles up to 350 miles by requesting special liberty.

c. Individuals departing the Pensacola area for a destination greater than 350 miles must have approved leave (greater than 72 hours) or special liberty (less than 72 hours).

d. Students **NOT** on the flight schedule, including those who have completed or terminated training, are considered in a duty status and therefore must remain in the local area and be available for recall.

e. Until told otherwise, students in a med-down status will contact their Class Advisor (or Student Control if the Class Advisor is unavailable) daily (or as otherwise instructed) providing status of their medical condition. Students who are SIQ or hospitalized are released from daily check-in procedures until deemed physically able by the Squadron Flight Surgeon.

10. Special Requests. Special requests shall be submitted using the Special Request/Authorization Form and routed via the Chain-of-Command as shown in enclosures (1) and (2).



R. C. FACUNDO

Distribution:
TRARONFOURINST 5216.2
List I

STUDENT LEAVE AND SPECIAL REQUEST ROUTING MATRIX

REQUEST	CLASS ADVISOR	Operations Officer	DH	XO	CO
24 HR SPEC LIBERTY	R	A			
48 HR SPEC LIBERTY	R	R	R	A	
72 HR SPEC LIBERTY	R	R	R	A	A
96 HR SPEC LIBERTY	R	R	R	R	A
REQUEST MAST	R	R	R	R	A
OTHER SPECIAL REQUEST	R	R	R	R	A
LEAVE	R	R	R	A	

R=RECOMMENDATION

A=APPROVAL

*OCONUS leave requests require CO approval

INSTRUCTOR LEAVE AND SPECIAL REQUEST ROUTING MATRIX

REQUEST	SKEDS	SWO	OPS O	DH	XO	CO
24 HR SPEC LIBERTY	I	I		A		
48 HR SPEC LIBERTY	I	I		A		
72 HR SPEC LIBERTY	I	I		R	A	
96 HR SPEC LIBERTY	I	I		R	R	A
OFF DUTY EDUCATION	I	I	R	R	A	
OFF DUTY EMPLOYMENT	I	I	R	R	A	
REQUEST MAST				R	R	A
OTHER SPECIAL REQUEST				R	R	A
LEAVE	I	I	R	R	A	

I=INFORMATION

R=RECOMMENDATION

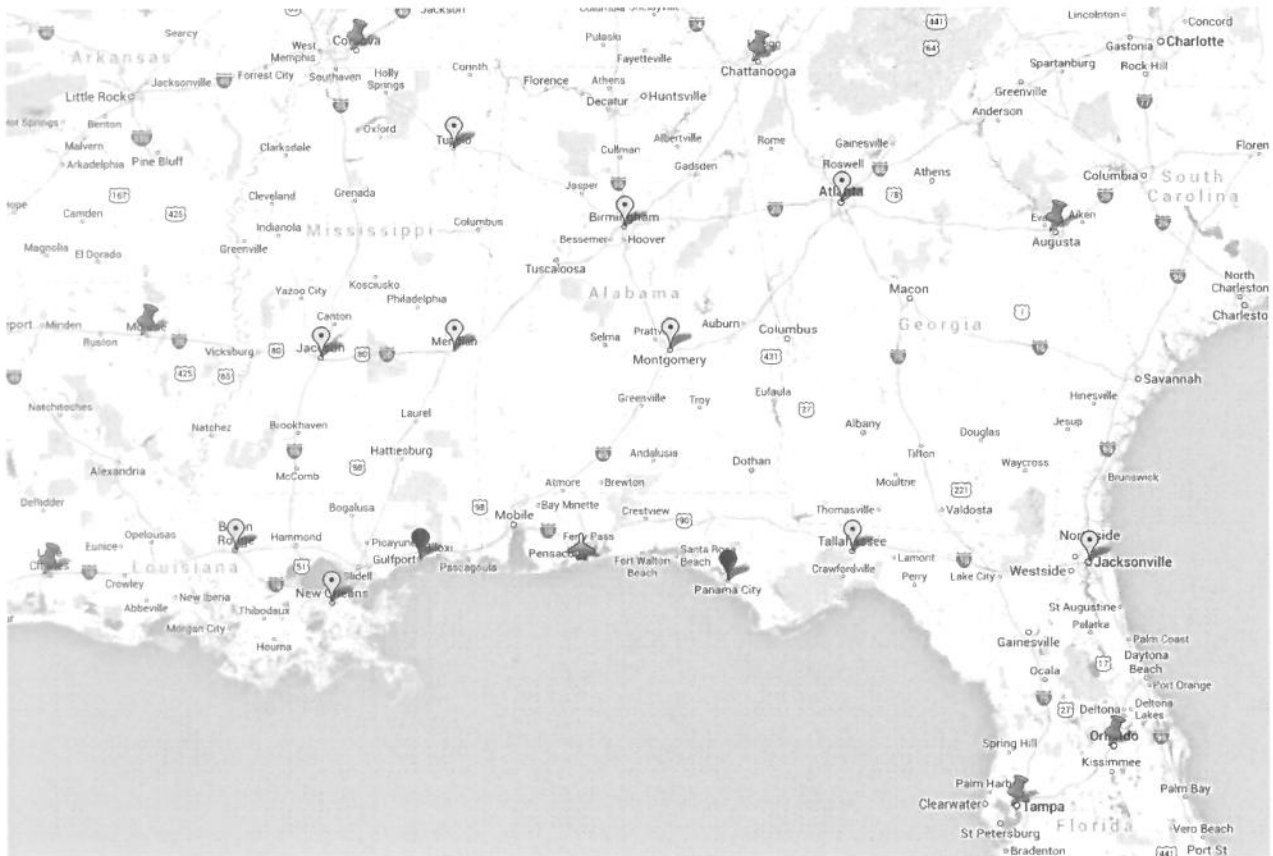
A=APPROVAL

*OCONUS leave requests require CO approval

NOTE:

All special liberty and leave requests must be sniveled once approved.

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Driving distance from VT-4 Duty Office
250 San Carlos Rd. Pensacola, FL 32508

Panama City FL	113		
Gulfport MS	139		
Montgomery AL	170	Monroe LA	372
Meridian MS	198	Lake Charles LA	389
Tallahassee FL	206	Chattanooga TN	401
New Orleans LA	209	Memphis TN	462
Jackson MS	255	Orlando FL	463
Birmingham AL	260	Augusta GA	469
Baton Rouge LA	263	Tampa FL	478
Atlanta GA	330		
Tupelo MS	340		
Jacksonville FL	350		

OCONUS Leave Procedures

In addition to the procedures prescribed in TRARONTENINST 1050.1D, the following procedures must be completed for any travel outside the continental United States.

1. Access the Foreign Clearance Guide (FCG) and print applicable requirements for any countries that will be visited during travel. <https://www.fcg.pentagon.mil>
2. Access NKO, complete the following courses, and print the completion certificates. <https://wwwa.nko.navy.mil>
 - a. Anti-terrorism Force Protection Level 1 OCONUS
 - b. SERE Level 100
3. Prepare ISOPREP photographs wearing only a plain black t-shirt (for Instructors, this was likely completed prior to any deployment activities).
 - a. Picture #1 - Face forward from the chest up
 - b. Picture #2 - Profile from the chest up
4. Print a copy of any travel arrangements (flight itinerary, cruise information, etc.).
5. Contact LT St. Cloud at base security (850-452-4245), arrange an appointment, and bring all of the above printed material to the meeting.
6. Route a leave request online in accordance with VT-4 instruction.
7. Route a printed copy of the checklist below along with all items listed on the checklist.
8. Once the chain of command has reviewed all applicable paperwork, leave may be approved.

OCONUS Leave Checklist

Print and route all items listed below as applicable. Mark any boxes that apply for the request being made.

- ☐ OCONUS Leave Checklist
- ☐ Leave request
- ☐ Applicable FCG pages ("GENERAL ENTRY REQUIREMENTS" and "PERSONNEL ENTRY REQUIREMENTS FOR LEAVE TRAVEL")
- ☐ Anti-terrorism Force Protection Level 1 OCONUS certificate
- ☐ SERE Level 100 certificate
- ☐ Any paperwork received from LT St. Cloud
- ☐ Any other pertinent information that the chain of command may wish to review